

CORONAVIRUS (COVID-19) VISITOR POLICY

We warmly welcome all visitors, but in order to help us keep the office safe and all local residents, employees and visitors healthy during the current COVID-19 situation, please be advised of the following policy.

1. Visitors to our office are to be limited to essential meetings only and, wherever possible, the number of attendees limited as much as reasonably practicable. Video conferencing and virtual meetings should be used wherever possible, please discuss these options with your event organiser.
2. If visitors are currently presenting flu-like symptoms or reside with another individual presenting flu-like symptoms, regardless of possible contact with a confirmed coronavirus case, they must postpone their visit until they are symptom-free and/or have gone through the recommended self-isolation period.
<https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>
3. Visitors must confirm that they have not recently travelled from, or knowingly been in contact with, someone who has travelled from any of the named countries listed in Public Health England advisory information without having undergone the advised action relating to 14 days self-isolation and, if recently symptomatic, they have been screen tested in the UK through NHS111 service and been given a negative result.
<https://www.gov.uk/guidance/travel-advice-novel-coronavirus>.
4. Visitors must confirm that they have not knowingly been in close contact with anyone with a confirmed case of Coronavirus. Close contact means living in the same house, being coughed or sneezed on, or being within 2m of the person for more than a few minutes.

If a physical meeting in our offices is deemed essential, then please ensure you abide by the following when visiting our offices.

1. Visitors must check the government advice daily and immediately before travelling to our offices, to stay up to date about affected areas.
2. During your time in our offices, visitors must please act in a way so as to avoid the spread of the virus through their best endeavours as recommended by the NHS
<https://www.nhs.uk/conditions/coronavirus-covid-19/>
 - a. Avoid any bodily contact, including shaking hands.
 - b. Wash your hands with soap and water often – do this for at least 20 seconds, especially before eating and after visits to the WC.
 - c. Use hand sanitiser gel if soap and water are not available.
 - d. Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
 - e. Put used tissues in the bin straight away and wash your hands afterwards.
 - f. Try to avoid close contact with people who are unwell.
3. Visitors to our offices who start to feel unwell after arrival and/or start to present with flu-like symptoms including a fever, a cough, or difficulty breathing, must make immediate action by alerting the event organiser. Whilst awaiting instruction, visitors should self-isolate and remain in the meeting room; staying away from other people, preferably next to an open window, and avoid touching surfaces and door handles as much as possible.